



DEPARTMENT OF ADMINISTRATIVE SERVICES

STATE OF CONNECTICUT

165 Capitol Avenue  
Hartford, CT 06106-1658

To All Commissioners and Appointed Officials, All State Purchasing/Fiscal Officials

From: Barbara Waters, Commissioner, Department of Administrative Services  
Rock Regan, Chief Information Officer, Department of Information Technology

*Barbara Waters*  
*Rock Regan*

Date: August 8, 2002

In a continued effort to streamline and improve purchasing processes and provide up-to-date information to our customers, the Department of Administrative Services (DAS) and the Department of Information Technology (DOIT) have teamed together to make some significant changes to the Direct Purchase Authorities (DPA).

As a result of these efforts, we are pleased to announce the following changes to General Letter 71 and certain purchase authorities previously delegated to the agencies via the DPA, effective 8/20/2002:

1. The following DPA are eliminated. These DPA have been incorporated into *Revised* General Letter 71 (see #2 below) and/or are now covered by a DAS and/or DOIT administered contract award.

DPA #2	- Purchasing Transactions between State Agencies
DPA #3	- Purchases from the US Government and other State Governments
DPA #5	- Purchase of eyeglasses and dentures
DPA #7	- Emergency repairs, rentals etc. < \$10,000
DPA #8	- Purchase of hearing aids and hearing aid supplies, etc.<\$25,000
DPA #10	- Publications/subscriptions < \$10,000
DPA #11	- Processed Media <\$10,000
DPA #12	- Prescription Drugs and Medicines < \$10,000
DPA #13	- Various Services – non competitive
DPA #14	- Purchases for conference sites < \$10,000
DPA #15	- Purchase of Fresh Fruit and Vegetables <\$400
DPA #16	- Purchase of Tobacco products – non competitive
DPA #100-109	- Various Delegated Authorities specific to certain State Agencies
EDPA #1A –1H & EDPA 2A-2H	- Electronic Data Processing Authorities (hardware and software, purchases, leases, maintenance, support and related information technology services)
GL971-A	Delegation to the Department of Correction

2. General Letter 71 has been revised to include all competitive purchases less than \$50,000 and all non-competitive purchases as specifically described in the *revised* General Letter 71. A *Revised* General Letter 71 is attached to this communication detailing all of these changes. This information is also publicized on the DAS Procurement website, [www.das.state.ct.us/busopp.asp](http://www.das.state.ct.us/busopp.asp).

— If you have questions regarding any of these changes, please contact Carol Wilson at 860-713-5093 or [carol.wilson@po.state.ct.us](mailto:carol.wilson@po.state.ct.us), or for questions specifically related to Information Technology products and services, please contact Holly Miller-Sullivan at 860-622-2537 or [holly.miller-sullivan@po.state.ct.us](mailto:holly.miller-sullivan@po.state.ct.us). As always, your feedback is welcome and encouraged.

# GENERAL LETTER NUMBER: 71

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**Authorization** Pursuant to the authority granted in Title 4a, Chapter 58, of the Connecticut General Statutes, as it may be amended from time to time, purchases of goods and/or services costing less than \$50,000.00 may be made, subject to the limitations set forth below, without prior and specific approval of the Procurement Manager of DAS/Procurement or DOIT/Procurement, provided that a DAS or DOIT contract does not exist for the goods and/or services being acquired. Non-competitive purchases, as defined in section “d” below, are not subject to the \$50,000 limitation. THE AUTHORITY GRANTED BY THIS GENERAL LETTER 71 TO AGENCIES IS PERMISSIVE, NOT MANDATORY; DAS AND DOIT WILL SOLICIT QUOTATIONS, BIDS OR PROPOSALS ON BEHALF OF ANY AGENCY UPON REQUEST.

- Application**
- a) Direct purchases of any type of goods or services up to \$2,500.00 (also known as open market purchases) may be made without obtaining quotations or bids. No annual limits or restrictions are established.
  - b) Purchases over \$2,500.00 and up to \$10,000.00 must be based upon, when possible, at least three quotations or bids, from responsible and qualified sources of supply.
  - c) Purchases over \$10,000.00 and less than \$50,000.00 must be based upon at least three written quotes, from responsible and qualified sources of supply. Agencies must publish their bid notice on the DAS/Procurement and/or DOIT/Procurement website
  - d) “Non-competitive purchases” are purchases that may be made without obtaining quotations or bids for the following items only: employee training and certification, publications, subscriptions (including electronic subscriptions), advertising, dues, fees, licenses (*excluding software licenses*), eyeglasses, dentures, hearing aids and hearing aid supplies, transportation of persons and freight, prosthetics and media. No annual limits or restrictions are established. Upon the request of one or more agencies, DAS and DOIT, as appropriate, may supplement on a case-by-case basis the above categories of items and issue a revised General Letter 71 evidencing the change.
  - e) Emergency repairs and emergency purchases costing up to \$10,000.00 may be made without obtaining quotations or bids. An “emergency” exists where the normal operation of an agency (or portions thereof), the health or safety of any person, or the preservation of property would be seriously impaired, threatened or jeopardized if immediate action were not taken to correct the situation. All emergency purchases exceeding \$10,000 must be directed to DAS/Procurement for processing through a Standardization Transaction Request.
  - f) Purchase transactions between or among State agencies do not require competitive bids and are not subject to annual limits or restrictions.
  - g) Purchases from the United States Government, a federal agency, and any state government or political subdivision thereof (also includes cooperative purchase agreements and use of federal contracts) do not require quotes or competitive bids and are not subject to annual limits or restrictions. *Note: This does not apply to purchases made from GSA contracts, which do require approval from DAS Procurement Services (CGS 4a-66b).*
  - h) Agencies may not issue Requests for Proposals (“RFPs”) to make purchases unless previously so authorized in writing by DAS or DOIT for each particular purchase.
  - i) As used in this General Letter, the terms “purchase” and “purchases” shall also mean “rent” and “rentals” (excluding purchases and rentals of real property).
  - j) When issuing bids or RFPs, agencies must follow all of the applicable requirements found in the DAS and DOIT statutes, regulations and procedures governing purchases.
  - k) An agency’s failure to follow any of the terms or conditions in this General Letter 71 may result in DAS and/or DOIT rescinding the agency’s authority to purchase under this General Letter until such time as DAS and DOIT are satisfied that the failure is not likely to recur.

***Review***

DAS/Procurement and/or DOIT/Procurement may review any purchases made under this authority at any time. Agencies must retain copies of purchase orders, specifications, quotations, bids, proposals and all corresponding documentation for the normal legal retention period or as otherwise provided for in Connecticut General Statutes Section 11-8 and 11-8a. Agencies should not send to DAS/Procurement or DOIT/Procurement copies of these documents unless otherwise requested. Agencies shall comply with Connecticut General Statute Section 4a-52-a(e), as it may be amended from time to time, and all other applicable statutes, regulations and procedures and shall submit annual reports to the Commissioner of Administrative Services on its purchase orders issued under this authority.

***Limitations***

1. Agencies may not use the authority granted by this General Letter to purchase goods that are already the subject of existing DAS or DOIT contracts. Those goods and services must be purchased against those existing contracts.
2. Agencies may not use the authority granted by this General Letter to enter into Personal Services Agreements.

***Other Information:***

To obtain instructions and assistance in publishing your bid or RFP notices under the authority of this General Letter, please contact DAS Procurement Services at 860-713-5095.